

# **REQUEST FOR PROPOSALS**

## **Carroll County Health Department Overdose Strategy Mapping Project**

### **I. Overview of the Project**

#### **A. Carroll County Goals and Objectives**

Carroll County Health Department, Bureau of Prevention, Wellness, & Recovery serves as the local behavioral health authority for Carroll County. In this role Carroll County envisions a County where people live and thrive in communities that promote and support behavioral health and wellness.

Carroll County LBHA is committed to enhancing the behavioral health and wellness of individuals, families, and communities through:

- The promotion of behavioral health and wellness prevention, early intervention, treatment, and recovery;
- The creation and leadership of an integrated network of providers that promotes universal access to comprehensive, data-driven services; and
- Advocacy and leadership of behavioral health-related efforts to align resources, programs, and policy.

Carroll County LBHA is committed to promoting behavioral health equity in Carroll County by ensuring that the behavioral health provider network is culturally and linguistically responsive to the diverse populations served; reducing behavioral health care access barriers for populations known to experience discrimination and marginalization; and supporting communities directly to develop services that are responsive to their unique strengths and needs.

#### **B. Overview of Project**

Carroll County proposes to hire a consultant to lead focus groups comprised of our Opioid Intervention Team members and other community stakeholders. This individual will work with community stakeholders inclusive of persons who use drugs to develop a strategy map for Carroll County that thoroughly outlines our Asset and Capacity Development, Outcome Objectives as well as our Strategies for obtaining those outcomes. This individual will do this by forming workgroups with appropriate stakeholders who will be provided the data for our community and current efforts to address the opioid epidemic. Armed with this data and current efforts public health and collaborative partners will develop a strategy map that utilizes evidence-based efforts to combat the opioid crisis.

Creation a strategy map that will assist community partners in formalizing our efforts to develop strong strategies that will ensure that we not just implementing efforts but we are looking to data that will allow us to see which efforts are showing promise and need more resources and which efforts are resource heavy but have very little impact. It will also allow for us to invite partners to the table to assist in the development and implementation of strategies. This will also allow us to more easily determine which strategies we can implement locally and which may require more of a collaborative partnership on the State level with legislators and other key leadership.

### **C. Scope of Service**

The successful applicant will demonstrate experience in helping organizations create data drive decisions that will lead to creation of strategic plans. It is important that the Carroll County Overdose Intervention Team members be given opportunities to actively participate and be challenged to look outside of the normal processes to opportunities that are related to harm reduction.

The consultant will be responsible for facilitating a strategic planning process with OIT Team members to:

1. Collect Data related to Carroll County
2. Work with the CCHD Epidemiologist and LBHA leadership to gain an understanding
3. Conduct Focus groups that make sense with related to overall goals
4. Create an Opioid Strategy Map.
5. Sample Strategy Map: [http://ifi-wikis.com/IFI-OpioidCrisis/Opioid\\_Top-Level\\_Strategy\\_Map](http://ifi-wikis.com/IFI-OpioidCrisis/Opioid_Top-Level_Strategy_Map)

### **D. Focus Population**

The consultant will be working with the Carroll County LBHA as well as the Carroll County Opioid Intervention Team and the Senior Opioid Policy Planning Group, which is a network of approximately 45 individuals.

### **E. STAFFING REQUIREMENTS**

The Carroll County Health Department is seeking an independent consultant or organization that can provide consultation services. The consultant will not be an employee of Carroll County Health Department. There are no other staffing requirements.

## **E. FUNDING AVAILABILITY**

The total funding available through this procurement is \$10,000 - \$20,000. The budget will be based on an hourly consulting rate and number of hours needed to complete the project proposed by the selected consultant and approved by Carroll County Procurement.

## **F. REPORTING (DELIVERABLES)**

Carroll County LBHA is dedicated to enhancing outcomes reporting in order to evaluate the impact of public behavioral health services in Carroll County. The selected consultant will be expected to submit program and financial reports to Carroll County LBHA monthly during the entirety of the approved contract term. Carroll County LBHA requires a final program report on key activities, as outlined below:

1. Description of activities.
2. Number of meetings and number of Community partners participating in each meeting.
3. Data collected to inform the strategic planning process.
4. Overall Goals agreed upon.
5. Opioid strategies for next 2-3 years.
6. Challenges and/or unmet needs that were identified during the strategic planning process.

## **G. CONTRACT MONITORING AND VERIFICATION**

Carroll County Health Department engages in monitoring activities to ensure quality and verify service delivery. Some of these activities may include but are not limited to: a) Review of the final report to evaluate the consultation services delivered, b) Review of financial reports/ invoices to ensure the funding was used as intended, and c) Review of general administrative compliance documents. The selected applicant will be required to participate in all relevant monitoring, evaluation, and verification activities.

If, during monitoring activities, it is discovered that the vendor is not fulfilling the obligations stated in the contract resulting from this RFP, a Corrective Action Plan may be required, with additional follow-up monitoring and verification to ensure requirements are being met.

## **H. PURPOSE OF RFP**

The purpose of this RFP is to select a qualified consultant to facilitate Opioid Strategy Mapping for Carroll County Senior Opioid Policy Planning Group.

## **APPLICANT ELIGIBILITY**

Applicants must meet all of the criteria outlined below to be considered eligible to be selected through this RFP process:

- Minimum of 2 years' experience facilitating strategic planning processes with nonprofit organizations and other community-based groups

## **I. PROPOSAL TIMEFRAME AND SPECIFICATIONS**

Proposals should be submitted to Carol Wilson by October 30, 2020 at 5 pm.

Proposals submitted after the closing time will not be considered.

### **4. Authorized Contact**

Applicants are advised that the authorized contact person for all matters concerning this project is Carol Wilson. Contact information is listed below:

### **5. Anticipated Service Term:** November 1, 2020 to February 28, 2020

Carol E. Wilson, CPPB  
Agency Procurement Officer  
Carroll County Health Department  
290 S. Center Street  
Westminster, MD 21157  
[Carol.wilson@maryland.gov](mailto:Carol.wilson@maryland.gov)  
443-487-3628 (Cell)

## **J. AWARD OF CONTRACT**

The submission of a proposal does not, in any way, guarantee an award. Carroll County Health Department is not responsible for any costs incurred related to the preparation of a proposal in response to this RFP.

The Carroll County Health Department will select the most qualified and responsive applicant through this RFP process. The Carroll County Health Department will enter into a contract with selected applicant following the notification of award. The selected applicant must comply with all terms and conditions applicable to contracts executed by the Carroll County Health Department.

## **II. Format and Content of Proposal**

### **A. PROPOSAL INSTRUCTIONS**

Applicants should submit all required information in the format specified in these instructions by the due date. The proposal narrative should be submitted using the outline provided in the next section. Proposals do not have a minimum page number, but should not exceed 3 typed, single-spaced pages using Times New Roman 12-point font. The cover letter and appendices do not count toward the page limit.

The final proposal package shall include:

- A proposal cover letter signed and dated by an authorized representative of the applicant organization or individual consultant. If the applicant is using a fiscal agent, the legal name of that organization as well as a designated contact person with contact information should be identified.
  - The cover letter must include:
    - full legal name of the applicant organization or individual consultant
    - physical address
    - designated contact person
    - their contact information (email address and phone number)

Late proposals will not be considered.

### **B. PROPOSAL NARRATIVE OUTLINE AND RATING CRITERIA**

The proposal should be a clear, concise narrative that describes the applicant's responses to the prompts outlined below. This narrative outline will also be used as the rating criteria, and the number of points allocated to each section is also noted.

- a. Provide an overview of you and/or your organization's experience providing consultation services, including the length of time (minimum of two years required), types of consultation provided, and types of organizations or groups you have worked with. Include information about the consultants/staff who will be assigned to support this project and their qualifications. Submit all relevant resumes/CVs.
- b. Describe your experience facilitating effective strategic planning processes.
- c. Describe whether your organization is a minority and/or woman owned or led business.
- d. Explain your capacity to submit reports and invoices on time.
- e. Describe the strategic planning process you propose for this work.
- f. Explain what data will be used to inform the planning process, and describe how you will collect, analyze and present the data.

- g. Describe how you will engage Carroll County members of the Senior Opioid Policy Planning group, Prevention team members, Overdose Intervention Team members and community partners in the strategic planning process.
- h. Explain how you will ensure that members have opportunities to provide input.
- i. List the activities that will be conducted including a schedule of activities based on the proposed start and end dates listed in this RFP. This should include hours required per activity, and total amount of funding requested. The total amount cannot exceed \$20,000.

## **2. Appendices**

- Resume or CV of individual(s) providing the service, if applicable
- Most recent Financial Audit and Management Letter, if applicable (or an explanation if this is not applicable)
- Most recent IRS 990 – Return of Organization Exempt from Income Taxes, if applicable (or an explanation if this is not applicable)
- Certificate of Good Standing from the Maryland Department of Assessments and Taxation or comparable out-of-state certificate/letter of good standing, if applicable (or an explanation if this is not applicable)